



**Portland
Housing Bureau**

Preservation Request for Interest (RFI) - Fall 2023

October 3, 2023

Optional Owner/Applicant
Information Session

Agenda

TOPIC

LEAD

Welcome: Solicitation Overview	Jill Chen
Eligibility, Investment Requirements, and Preferences	Danell Norby
Submittals and Evaluation	Brian Yarne
Questions	All
Closing	All



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Solicitation Overview

Available Resources

Source	Purpose	Amount
PHB: City of Portland General Funds and/or Community Development Block Grant (CDBG)	Preservation hard & soft costs	\$4,825,000
Portland Clean Energy Funds	Energy efficiency and renewable energy components	For eligible costs

Maximum anticipated PHB subsidy (excluding PCEF): \$50,000 per eligible unit. If preservation would require more than \$50,000 per unit, please explain in Form C: Project Overview Narrative.

Schedule

Solicitation Issued	Tuesday, September 26, 2023
FAQ Published	Tuesday, October 10, 2023
Proposal Due Date	Tuesday, October 24, 2023 at 3:00pm (PDT)
Review Committee Evaluation	October 25 – November 10
Anticipated Notice of Awards	November 13, 2023



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Eligibility, Investment Requirements, and Preferences

Preservation Project Eligibility

Minimum 21 units
(single site)

In PHB's portfolio
(regulatory agreement
and/or debt)

**Constructed and
occupied prior to
2008**

**Owned by applicant
or related entity**
(e.g., tax credit
partnership)

**PHB-funded units
at/below 60% AMI**

**Demonstrated
capital needs**

Additional Investment Requirements

- Identified capital replacement costs greater than \$250,000, documented by:
 - Third-party capital needs assessment completed in last 5 years, or
 - Contractor's estimate completed in last 12 months
- In compliance with all PHB reporting requirements
- Units available to households in accordance with City's Fair Access in Renting Ordinance
- No permanent relocation; temporary relocation of less than 12 months allowed
- PHB funds to be spent by December 31, 2024
- Agree to minimum 60-year affordability period (new regulatory agreement or extension of current agreement)
- Potential federal requirements (next slide)

Possible Federal Funding!

Funding awards may include CDBG. Applicants should assume that federal standards will apply, including but not limited to:

- Davis-Bacon Prevailing Wage
- Section 3 Program
- HUD Environmental Review – *no choice limiting actions until environmental clearance received*
- Uniform Relocation Assistance Act (URA) – *must provide General Information Notice to tenants at the time of application*
- Lead Based Paint
- Financial Management (2 CFR 200) including Procurement Standards
- Build America, Buy America (iron and steel)



Preference Criteria

Risk of loss due to building condition, health and safety needs

Readiness to proceed

Leverage of PHB funding

Projects with 30% AMI or PSH units

Culturally specific/ responsive services

Demonstrated capital needs

Efforts to meet Equity in Contracting goals

Cooling, energy efficiency, renewable energy components



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Submittals and Evaluation

Application Requirements

Components:

- Form B - PHB Funding Application
- Form C - Project Overview Narrative
- Form D - Sponsor Statement of Financial Capability
- Form E - Budget / Pro Forma (as “live” Excel)
- Form F - Project Schedule
- Form G - Readiness to Proceed Checklist



Electronic submission: Name documents and upload zip file

Deadline: Tuesday, October 24, 2023 at 3:00 p.m.

Evaluation Process



Threshold Review

- Projects meeting minimum requirements will proceed



Evaluation Review Committee and Ranking

- Investment Requirements & Preference Criteria
- Project Overview Narrative
- Team qualifications and experience
- Sources and Uses / Operating Budget
- Readiness to proceed

Questions?

FAQs to be published Tuesday, October 10th

Contact:

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